**CLEAN UP OF FACILITY:**

CHAIRS AND TABLES ARE TO BE WIPED DOWN AND RETURNED TO ORIGINAL LOCATION.

WASH COFFEE POTS AND DRINK DISPENSERS IF USED

TRASH MUST BE REMOVED FROM THE BUILDING. DUMPSTER IS LOCATED BEHIND THE CITY BARN.

COUNTERTOPS AND APPLIANCES ARE TO BE WIPED DOWN & CLEANED AFTER USE.

ALL FLOORS ARE TO BE **SWEPT AND MOPPED** (supplies are in the storage closet off entry way)

CHECK AND CLEAN THE BATHROOMS – trash, toilets, counter tops and floors (supplies in storage room – Toilet Wand & Disinfecting Wipes).

LEAVE DISH TOWELS/RAGS IN SINK – WE WILL WASH THEM.

REMOVE ALL DECORATIONS FOLLOWING USE.

***CONDITIONS OF USE:***

***\*\*DO NOT PARK ON SIDEWALK IN FRONT OF BUILDING TO UNLOAD\*\****

NO SMOKING OR CHEWING TOBACCO INSIDE BUILDING.

ALCOHOL REQUIRES A PERMIT (OBTAIN FROM CITY).

**TURN OFF ALL LIGHTS AND ENSURE ALL DOORS ARE LOCKED.**